



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2023-2024
Gulf Trace Elementary

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

**Gulf Trace Elementary School scholars will use college readiness strategies,
develop skills in global perspectives and become well-rounded learners.**

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand and offer information in other languages as feasible.

Principal: 

Date: 10/13/23

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

1. **Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

Describe the method in which parents were involved	All families received a paper invite to attend SAC meeting to review and revise PFEP. A copy of the 21-22 PFEP was provided to each participant at the meeting and discussed in breakout groups with ideas of items to add, revise or delete. Breakout groups then shared out their feedback and it was discussed as a group. The PFEP was revised based off the collective group feedback with the new draft sent through email to members to provide any final feedback.
Date of meeting to gather parent input for Comprehensive Needs Assessment	February 16, 2023
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	February 16, 2023

2. **Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

How were parents invited to develop or revise the compact?	All families received a paper invite to attend SAC meeting. A copy of the 22-23 Compact was provided to each participant at the meeting and discussed in breakout groups with ideas of items to add, revise or delete. Breakout groups then shared out their feedback and it was discussed as a group. The Compact was revised based off the collective group feedback with the new draft sent through email to members to provide any final feedback.
Date of parent meeting to develop or revise the compact	February 16, 2023
What communication methods will be used between teachers & parents as well as school & parents?	Phone contact, Avid Binder, My parent portal
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Teachers are asked to schedule a conference after Q1 to discuss student progress. Conferences are then encouraged as needed or if requested by parents. Substitutes will be provided for teachers to hold conferences with all parents in January.

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3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

What information is provided at the meeting? How are parents notified of the meeting?	Parents will be invited to attend Annual Title 1/Open House night through a flyer, social media and phone call home. Information about Gulf Trace's participation in Title I, requirements of Title I, parent's rights to be involved, curriculum resources, assessment measures and opportunities for parents to be involved and provide input will be shared at this meeting.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	September 19, 2023 6:00 pm cafeteria PowerPoint was created, admin team met before meeting to ensure all information was given to parents.
How do parents who are not able to attend receive information from the meeting?	A video recording of this information will be posted on school website and social media.
How are parents informed of their rights?	Parents will be informed of their rights through the Annual Title 1 Meeting Powtoons that will be shared during the event and the Annual Title 1 letter that will go home prior to the event. Parents Right to Know is included in the Annual Title I Meeting Powtoon as well as the Annual Title I letter that was sent home at the beginning of the year- Both can be found on SharePoint and Title I Crate

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title III-ESOL	
Title IX-Homeless	SIT Liason, Social Worker
Preschool Programs	VPK,FDLRS
IDEA/ ESE	FDLRS, ESE Support Facilitators
Migrant	
Other	

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Allocation	3,000
Explain how these funds will be used this school year	Planners for all students to utilize with AVID organization strategies. Supplies and food for parent engagement events.

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How are parents involved in deciding this?	Parent input was gathered at meeting on February 16, 2023. Parents gave feedback on family events, communication practices and opportunities for involvement.
How did you document parent input?	Parents responded to questions written on chart paper around the room and then group discussed results and elaborated on input.

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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
 - Think of Family Engagement as a strategy to reach the goal of student achievement
 - Offer workshops, events and/or meetings at flexible dates/times. (i.e., morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy-to-read format.

Building Capacity of Families

Sup goals	Title/Description of Strategy	How will this impact student achievement?	When will this occur?	When applicable, indicate the services you will provide to families.				How will this support learning at home?
				Transportation	Meal	Childcare	Translation	
1. Collaborative culture	All Pro-dads.	Increase SEL will support students ability to maintain executive state optimal for learning.	Morning 1x bi-monthly		X			Increased knowledge on how to interact with students and build character
2. High Impact Instruction/Collaborative Culture	STEM Connect Mornings	Increased engagement and knowledge around science.	Morning 1x bi-monthly		X			Families will have an increase knowledge of science standards and gain tools and resources to support learning at home

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3. High Impact Instruction	Star Diner-focus changes each month to include literacy, math, assessments, science, Cambridge	Increased engagement, understanding of curriculum and additional practice will lead to an increase in student achievement.	Evening every other month		X			Families will have an increased understanding of grade level expectations, strategies and resources to support learning at home
	Will include Learner of the Month student celebrations							
Other:								

Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	This information is provided during the Annual Title I Meeting. It is also revisited during different Star Diner Nights depending on the focus.							
How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?	Families are asked to complete a survey at the conclusion of each parent night. Feedback is also gathered annually during CAN process.							
Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.	Bilingual staff is available to translate, and text translated to other languages as needed.							
What are the barriers for parents to attend workshops/events and how do you overcome these?	Time constraints-offering both AM and PM events and providing advance notice so arrangements can be made to work schedule if possible, to attend. Childcare- having child friendly events with engaging activities for students to participate in Overlapping meal-times-providing food at events that would impact dinner time							
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events are offered in the mornings and evenings to create opportunities for families to be able to attend.							

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How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	ADA guidelines are followed when posting information on websites, social media and presentations. Staff is mindful of accommodating any needs that arise for parents with disabilities during events.

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7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	AVID Binders are utilized for all grade levels, ClassDojo and phone calls for celebrations, parent conferences, Tuesday News Day Folder, Curriculum Nights, SAC Meetings, social media and calls through School Messenger
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8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
AVID Binders- Organizational Strategies	Effectively utilizing AVID Binder organization strategies fosters communication of what students are learning, deadlines, upcoming events and progress.	Workshops	All teachers K-5	

9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Front office	Judy Galatolo	Parent Family Engagement Plan, School-Parent Compact, Flyers for upcoming events, How to access digital resources, Information about Cambridge program

Principal: 

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**PFEP Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community. A "Family Friendly" version of this plan should be distributed to families.*

(7/21/22)